

BAD CHECK COMPLAINT

DATE \_\_\_\_\_

COMPLAINANT - If a Corporation or Company.

1. Name, address and phone no. \_\_\_\_\_

2. Name, age and title of person appearing here on behalf of corporation or company.

\_\_\_\_\_

COMPLAINANT - If an individual.

1. Name, address, phone no. and D.O.B. \_\_\_\_\_

\_\_\_\_\_

DEFENDANT - If a Corporation or Company.

1. Name, address and phone no. \_\_\_\_\_

2. Name, date of birth and title of person signing check (and home address if known).

\_\_\_\_\_

\_\_\_\_\_

DEFENDANT - If an individual.

1 Name, age, D.O.B., address and phone number of person signing check.

\_\_\_\_\_

\_\_\_\_\_

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CHECK NO. \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

BANK NAME and ADDRESS \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_

Reason why check was returned: \_\_\_\_\_

Was check received from Defendant through the mail?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, did you retain the envelope?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Was this check post-dated?

Yes \_\_\_\_\_ No \_\_\_\_\_

BAD CHECK COMPLAINT - 2

3. Did the person who gave you this check ask you to hold it? Yes ☐ No ☐
4. State the place (address) where this check was received from Defendant.  
\_\_\_\_\_
5. Give the name of the person who accepted this check and his title (Clerk, Truck Driver, etc.) \_\_\_\_\_
6. State the exact date when this check was given to the person who accepted it. \_\_\_\_\_
7. Did you obtain a bank protest on this check? Yes ☐ No ☐  
If yes, state the date of the protest and the reason for nonpayment of check.  
\_\_\_\_\_
8. Did the defendant pay you any money since the date he gave you the check?  
Yes ☐ No ☐. If yes, state the date, amount and details of payment.  
\_\_\_\_\_  
\_\_\_\_\_
9. Was there a prior business relationship with the defendant? Yes ☐ No ☐  
If so, over what period of time? \_\_\_\_\_

NATURE OF TRANSACTION Check the correct statement.

Check was given:

- In exchange for merchandise  
In exchange for a service  
to pay debt  
other

Give details \_\_\_\_\_  
\_\_\_\_\_

ATTEMPTS YOU HAVE MADE TO COLLECT THIS CHECK

- a. Did you, your attorney or a collection agency send the defendant a letter?  
If yes, submit a copy if available. Yes ☐ No ☐
- b. Did you phone the defendant? Yes ☐ No ☐  
If yes, give date and details of the phone call.  
\_\_\_\_\_  
\_\_\_\_\_
- c. Did you visit the defendant in person? Yes ☐ No ☐  
If yes, where did you visit the defendant; give details of the conversation.  
\_\_\_\_\_  
\_\_\_\_\_

BAD CHECK COMPLAINT - 3

- d. Did you ever sue the defendant in Small Claims Court or other court on this check? Yes \_\_\_\_ No \_\_\_\_  
If yes, describe in detail.
- 

- e. Any other efforts you made to collect this check. Give details.
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- f. Has the defendant made an application for bankruptcy Yes \_\_\_\_ No \_\_\_\_  
If so, are you listed as a creditor? Yes \_\_\_\_ No \_\_\_\_

IDENTIFICATION

- a. When you received the check, did you know the person who gave you the check? Yes \_\_\_\_ No \_\_\_\_  
If no, what identification did you require?  
(Driver's license, credit card, etc.) Did you take a photograph?  
Please describe in detail
- 

- b. If you were required to go to court on this matter, would you or the person who accepted this check be able to point out and identify the individual who passed the check if that individual was seated somewhere in the court? Yes \_\_\_\_ No \_\_\_\_

Any false statements made herein or hereunder are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law of the State of New York

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Signature

Please attach copy of check (both sides) and Notice of Protest from bank upon which check was drawn.

Any unanswered or inadequately answered items may make it impossible for any action by the Office of the District Attorney.